

# Tribal Civilian Community Corps

## Part 2 of 2- Project Application

Please attach separate pages for sections not providing space for completion on these pages. If you have any questions contact the TCCC Service Project Manager.

### 1. Mission and Objectives:

This section provides a description of the mission of the sponsoring agency, the needs that exist that the service project will address, and what real and measurable change will occur related to the identified needs.

- A) Describe the overall mission of the sponsoring agency. How does the project relate to the mission?
- B) What compelling community needs will be addressed through this project? Provide a brief description of the community to be served, including available demographic information (i.e. mean income, primary local employment, ethnicity, etc.)
- C) Describe how the proposed project will meet these needs.

### 2. Work Plan:

This section provides detailed description of the service that the corps members will perform to address the needs motioned in section one. The section should provide an overview of the activities the corps members will be performing and what the results of those activities are.

- A) Describe specific tasks and activities that the teams will perform.
- B) Provide a work plan that identifies the weekly or daily tasks to be accomplished during the service project. Include the number of corps members and time required for each project. Use the weekly calendar included in the packet to describe daily tasks.
- C) Please list the anticipated direct measurable results of the project. What will have changed? How will the success of the project be measured? (Example, Miles of fence built, percent increase in reading comprehensive test scores, number of volunteers recruited.)
- D) **Please describe the tasks and service that corps members will perform in the event of inclement weather or early completion of service project tasks.**

*For AmeriCorps\*TCCC use only:*

Project # \_\_\_\_\_ Project Title: \_\_\_\_\_

Issue Area: \_\_\_\_\_ Spike: \_\_\_\_\_ No. Planned Teams \_\_\_\_\_ Rotational: \_\_\_\_\_

### **3. Accommodations and Project Support:**

If the project site is more than a 60-90 minute drive from the TCCC campus, please describe how the team of 8-10 corps members will be lodged and fed, and to what extent you organization can support these needs. In addressing these issues please consider the following issues:

- Adequate space,
- Availability of cooking and food storage facilities,
- Access to bathroom (including shower) and laundry facilities,
- Safety and security of corps members, personal belongings, and equipment,
- Travel distance and time to work site.

A) What additional resources will you make available to the corps members? This can include access to recreation, media opportunities, recognition ceremonies, community gatherings, etc.

B) Please describe any available phones, fax, computer or Internet capabilities.  
List the numbers here:

\_\_\_\_\_

### **4. Corps member Development:**

Corps members must receive orientation and training that will give them the necessary knowledge and skills to accomplish the service project. This includes pre-project training as well as on-site orientation and training.

Orientation and Training to the project helps corps members make the connection between what they are doing and why it is important to the community. This methodology, service learning, is a key component of AmeriCorps and TCCC. Also, adequate training ensures that the corps members have the skills to complete the project successfully and in the manner requested by the project sponsor.

A) Pre-Project Training- Describe thoroughly the necessary pre-project training that the corps members should receive before arrival at the project.

B) On-Site Orientation and Training- describe the on-site orientation and training that the corps members should receive after arrival at he project. Indicate the orientation and training that your organization will provide both initially and throughout the project.

C) Other Service-Learning Opportunities- Describe other learning opportunities that could help the corps members enhance their overall knowledge and development (this could include guest speakers, videos, community events, background documents, etc.)

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Project # \_\_\_\_\_ Project Title: \_\_\_\_\_

Issue Area: \_\_\_\_\_ Spike: \_\_\_\_\_ No. Planned Teams \_\_\_\_\_ Rotational: \_\_\_\_\_

## 5. Community Involvement:

Collaboration with other volunteers is an important element of a service project. TCCC seeks to encourage and support volunteer participation whenever possible, for it helps to confirm that the community recognizes the significance of the project, and provides a means of sustaining the project after the corps members depart.

- A) Describe how the community is already involved in helping to meet the needs of the project.
- B) Provide an estimate of the number of volunteers who may assist the corps members during the course of the project.
- C) How will the project be sustained after the corps members leave?

## 6. Safety and Medical Considerations:

Corps members safety is of paramount importance in considering a Project Application. This section should be completed as thoroughly as possible to help ensure the safety and well being of all concerned.

- A) Does this project include possible exposure of corps members to asbestos, lead paint, hazardous waste/chemicals, or any other safety hazards?
- B) Are there any other safety considerations that could impact corps member safety?

If yes, please describe the hazards, and precautions needed to address them.

- C) Identify local or the nearest medical facilities, **including travel time from site, address and telephone number.**

## 7. Project Equipment and Tools:

TCCC can provide basic hand tools and personal safety equipment. Project sponsors are responsible for providing all other materials, tools, and supplies for the service project.

- A) What equipment and tools are requested from TCCC?
- B) What equipment, tools, and storage facilities will your organization provide?
- C) What personal equipment and clothing should the TCCC team bring (cooking gear, sleeping bags, foul weather gear, etc?)
- D) Please identify any tools or equipment that corps members may be using that is potentially hazardous and what training will be provided?

Signature: \_\_\_\_\_

*This application must be signed by a representative of the sponsoring organization for consideration by AmeriCorps\*TCCC.*